

***CITY OF FORT LAUDERDALE
SPECIFICATIONS PACKAGE***

503-10351

**TURF GRASS MAINTENANCE - WELL
FIELDS & WINGATE**



AnnDebra Diaz

954-828-5949

Bid 503-10351 TURF GRASS MAINTENANCE - WELL FIELDS & WINGATE

Bid Number 503-10351
 Bid Title TURF GRASS MAINTENANCE - WELL FIELDS & WINGATE

Bid Start Date Sep 14, 2009 1:04:36 PM EDT
 Bid End Date Oct 12, 2009 2:00:00 PM EDT
 Question & Answer End Date Oct 6, 2009 2:00:00 PM EDT

Bid Contact AnnDebra Diaz
 Procurement Specialist II
 Procurement
 954-828-5949
 adiaz@fortlauderdale.gov

Contract Duration 1 year
 Contract Renewal 3 annual renewals
 Prices Good for 90 days
 Pre-Bid Conference Oct 5, 2009 8:30:00 AM EDT
 Attendance is optional
 Location: Fiveash Water Plant, 3501 West Prospect Road, Fort Lauderdale.
 (NW corner of NW 31st Avenue and Prospect Road)
 For further directions, contact either Tim Southby at 954-599-5013 or Greg Duty 954-347-1497.

Bid Comments The City of Fort Lauderdale, Florida (City) is seeking Bids from qualified firms, hereinafter referred to as the Contractor, to provide all labor, materials and equipment to maintain the turf grass in the locations as specified within this document for the City's Parks and Recreation Department, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

Please refer to Part I, Section 1.07 for Pre Bid Conference/Site Visit information.

Please provide a list of equipment available to complete the services of this contract.

Provide price per service for each location listed below.

Vendor must bid on all locations to be considered for award.

Item Response Form

Item 503-10351-1-01 - SITE 1 - OLD PLANT E/EXECUTIVE AIRPORT
 Quantity 19 service
 Unit Price
 Delivery Location City of Fort Lauderdale
 See ITB Specifications
 See ITB Specifications
 Fort Lauderdale FL 33301
 Qty 19

Description
 TURF GRASS MAINTENANCE - OLD PLANT E/EXECUTIVE AIRPORT

D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item	503-10351-1-02 - SITE 2 - GTL DEEP WELL INJECTION SITE
Quantity	19 service
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 Qty 19

Description
TURF GRASS MAINTENANCE - GTL DEEP WELL INJECTION SITE
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item	503-10351-1-03 - SITE 3 - SOUTH PEELE-DIXIE WELL FIELDS
Quantity	19 service
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 Qty 19

Description
TURF GRASS MAINTENANCE - SOUTH PEELE-DIXIE WELL FIELDS
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item	503-10351-1-04 - SITE 4 - FIVEASH WELL FIELD
Quantity	19 service
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 Qty 19

Description
TURF GRASS MAINTENANCE - FIVEASH WELL FIELD
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item	503-10351-1-05 - SITE 5 - 441 & PROSPECT (OLD TEXACO LOT)
Quantity	19 service
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications

Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - 441 & PROSPECT (OLD TEXACO LOT)

D MODE - 19 SERVICES PER YEAR

PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 503-10351-1-06 - SITE 6 - COMPOST PLANT

Quantity 19 service

Unit Price

Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - COMPOST PLANT

D MODE - 19 SERVICES PER YEAR

PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 503-10351-1-07 - SITE 7A - WINGATE WELL FIELD MAIN SITE

Quantity 19 service

Unit Price

Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - WINGATE WELL FIELD MAIN SITE

D MODE - 19 SERVICES PER YEAR

PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 503-10351-1-08 - SITE 7B - WINGATE ADD'L LOT - 2921 NW 13TH ST.

Quantity 19 service

Unit Price

Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - WINGATE ADDITIONAL LOT - 2921 NW 13TH STREET

D MODE - 19 SERVICES PER YEAR

PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 503-10351-1-09 - SITE 7C - WINGATE ADD'L LOT - 2929 NW 13TH ST.

Quantity 19 service

Unit Price

Delivery Location

City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - WINGATE ADDITIONAL LOT - 2929 NW 13TH STREET
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item

503-10351-1-10 - SITE D - WINGATE ADD'L LOT - 2931 NW 13TH ST.

Quantity

19 service

Unit Price

Delivery Location

City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - WINGATE ADDITIONAL LOT - 2931 NW 13TH STREET
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item

503-10351-1-11 - SITE E - WINGATE ADD'L LOT - 2941 NW 13TH ST.

Quantity

19 service

Unit Price

Delivery Location

City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - WINGATE ADDITIONAL LOT - 2941 NW 13TH STREET
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item

503-10351-1-12 - SITE F - WINGATE ADD'L LOT - 2945 NW 13TH ST.

Quantity

19 service

Unit Price

Delivery Location

City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 19

Description

TURF GRASS MAINTENANCE - WINGATE ADDITIONAL LOT - 2945 NW 13TH STREET
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item	503-10351-1-13 - SITE G - WINGATE ADD'L LOT - 2991 NW 13TH ST.
Quantity	19 service
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 Qty 19

Description
TURF GRASS MAINTENANCE - WINGATE ADDITIONAL LOT - 2991 NW 13TH STREET
D MODE - 19 SERVICES PER YEAR
PROVIDE PRICE PER SERVICE PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item	503-10351-1-14 - ADDITIONAL SERVICES
Quantity	1 square foot
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 Qty 1

Description
PROVIDE PRICE PER SQUARE FOOT FOR ANY LOCATION ADDED TO D MODE GROUP

REFER TO PART I, SECTION 1.18 - ADDITIONAL SERVICES.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by:
(signature) (date)

Name (printed) Title:

Company: (Legal Registration)

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address:

City State: Zip

Telephone No. No.

E-MAIL:

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):

Payment Terms (section 1.03): Total Bid Discount (section 1.04):

Does your firm qualify for MBE or WBE status (section 1.08): MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No. Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope

of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS. If this section does not apply to your bid, simply mark N/A in the section below.

Variances:



revised 9-08-09

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
-	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

ADDITIONAL REQUIRED INFORMATION

1. Have you made a site visit? ☐ Yes ☐ No
2. Have you provided a list of equipment available to complete the services of this contract? ☐ Yes ☐ No
3. Provide three business references for which you have performed services of similar size and scope for a period of at least two (2) years. Failure to provide references may result in your bid being declared non-responsive. Failure to locate any of these references may result in your bid being declared non-responsive.

Company Name:
Address:
Contact Name:
Telephone:

Company Name:
Address:
Contact Name:
Telephone:

Company Name:
Address:
Contact Name:
Telephone:

4. Number of years experience the proposer has had in providing services of similar size and scope: Years
5. Have you ever failed to complete work awarded to you? If so, where and why?
6. List any licenses, permits or certifications, etc., you hold for performing this type of work:
7. Please indicate the number of employees available to perform the requirements of this contract: Workers Supervisors

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any bid relating to the qualifications of the proposer, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your bid.

INVITATION TO BID #503-10351

Turf Grass Maintenance – Well Fields and Wingate

PART I - INFORMATION/SPECIAL CONDITIONS

1.01 PURPOSE

The City of Fort Lauderdale, Florida (City) is seeking Bids from qualified firms, hereinafter referred to as the Contractor, to provide all labor, materials and equipment to maintain the turf grass in the locations as specified within this document for the City's Parks and Recreation Department, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

1.02 INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this ITB, technical specifications, etc., utilize the question / answer feature provided by BidSync. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of BidSync Site). No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the bidder has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

1.03 TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.bidsync.com for further information.

1.04 ELIGIBILITY

To be eligible to respond to this ITB, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully provided services of a similar project size and scope to those specified in the Scope of Services section of this ITB for a period of at least two (2) years. It may be necessary to produce evidence that they have established a satisfactory record of performance and have sufficient service fleet to successfully execute these services.

1.05 CONTRACT PERIOD

The initial contract term shall commence upon date of award by the City or December 7, 2009, whichever is later, and shall expire one year from that date. The City reserves the right to extend the contract for three (3) additional one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

1.06 SERVICE TEST PERIOD

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor.

1.07 SITE VISIT

There will be a site visit and inspection tour conducted by City staff on date and time specified in schedule section of this Invitation to Bid. Prospective bidders are requested to meet at the Fiveash Well Field site located at 3501 West Prospect Road, Ft. Lauderdale. (NW corner of NW 31 Ave and Prospect Road (See Section 2.07 Areas of Responsibility, Site 4 below.) For directions, contact either Tim Southby at 954-599-5013 or Greg Duty 954-347-1497.

The tour will last approximately two (2) hours. While the sites are listed below and may be visited at any time, most of them are located within secured fences and this guided site visit will be the only opportunity to enter these secure areas. The City will not make individual appointments to view any of the areas.

It shall be the full responsibility of the bidder to visit and inspect all locations prior to submission of a bid. No variation in price or condition shall be permitted based on a claim of ignorance. Submission of a bid is evidence that the bidder has familiarized himself with the nature and extent of the work and any conditions that may, in any manner, effect the work to be done and the labor, materials and equipment required.

1.08 AWARD

Award will be made in total to the responsible bidder quoting the lowest total cost to the City for the group listed. The City reserves the right to compare specific items, at its discretion, to determine the low responsible bidder. Individual locations within the group will not be split. Bidder must bid on all locations to be considered for award.

The City reserves the right to award to that bidder who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all bids and to award or not award a contract based on this bid proposal.

1.09 WARRANTIES OF USAGE

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

1.10 PRICING

Bidder will quote a firm, fixed cost for the items listed in the specifications below and on the Bid Proposal page. Pricing shall include all costs associated with the project including labor, equipment, management, etc. You must quote on all locations in order to be considered for award.

1.11 CONTRACT COORDINATOR

The City will designate a Contract Coordinator whose principal duties shall be :

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

1.12 CONTRACTOR PERFORMANCE REVIEWS AND RATINGS

The City Contract Coordinator shall develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

1.13 COST ADJUSTMENTS

Prices quoted shall be firm for the initial contract term (one year). Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available prior to the end of the contract year then in effect, as compared to the index for the comparable month, one year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

1.14 INVOICES/PAYMENT

No payment will be made for mowing services in which a job completion notice has not been received. This procedure is necessary in order to allow Parks Division personnel the opportunity to verify the completion of scheduled work to prescribed specifications and confirm that the Contractor is complying with the established work schedules.

Invoices shall be received at the completion of each month of service. The City reserves the right to consider alternate invoicing. The Contractor must correct incorrect invoices. Payment will not be processed until a corrected invoice is received. Payment shall be made within 30 days from the receipt of a correct invoice.

1.15 COST ITEMIZATION

The Contractor will only receive payment for the number of maintenance services completed prior to submitting a monthly invoice. It is the responsibility of the Contractor to submit detailed documentation by individual location and dates of service accomplished. This is to be attached to or made a part of their monthly invoice.

An example of the required detailed information is shown below.

Invoice Date: July 1, 200X

Location: Location 1 was serviced X times (of the anticipated XX) during the June billing period.

Payment Due: X times \$_____/per mowing = \$ _____

NE 11 Street right-of-ways	6/1	6/15	6/29
Bayview Drive Canal Ends	6/1	6/15	6/29

1.16 LIQUIDATED DAMAGES

Failure of the contractor to perform as described, or not complete all activities as required and as provided herein, may be just cause for the assessment of damages, as described below, and such damages shall be considered, as liquidated damages.

The Parks & Recreation Department Contract Administrator, or designee will perform inspections of each area to ascertain compliance to the specifications. If any deficiencies are found, an inspection report will be communicated to the Contractor noting required corrections.

In the event the contractor shall not have completed all of the required services as scheduled and outlined in the specifications, the Contractor will be required to make corrections of all discrepancies during the following scheduled work day. These corrections must be completely performed in accordance with the specification requirements. If the Contractor continually fails to perform the services within the time specified in the contract, or if the actual services performed are only partially completed, the actual damages to the City for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages, the Contractor may be subject to a deduction from the monthly invoice of 25% of the cost for that location as fixed, agreed, and liquidated damages. Deductions will be applied in accordance with the Contractor's bid proposal form "prices."

Additionally, the continual failure of the Contractor to appear on any scheduled workday without the advance approval of the Parks & Recreation Contract Administrator or designee may likewise result in the deduction of 25% of the total cost for that location. Such deductions will continue until said service is properly performed or the contract is cancelled.

These charges are intended to act as an incentive for the Contractor to perform in full compliance with the specifications. Acknowledgment and agreement is given by both parties that the amount herein above set is not intended to be, nor shall be deemed to be, in the nature of a penalty.

1.17 DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

1.18 ADDITIONAL SERVICES

The City may require additional services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items/duties, and shall provide the City prices on such additional items or duties based upon a formula or method which is the same or similar to that used in establishing the prices in this Bid. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

1.19 INDEPENDENT CONTRACTOR

The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personal policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the Contractor.

1.20 SUBCONTRACTORS

Subcontractors will not be allowed for this contract. All work is to be performed by employees of the awarded contractor only.

1.21 INSURANCE

The Contractor shall furnish proof of Worker's Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. Any costs for adding the City as "additional insured" will be at the contractor's expense.

Worker's Compensation and Employer's Liability Insurance

Limits: Worker's Compensation – Per Florida Statute 440
Employer's Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Worker's Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage - \$1,000,000.

This coverage must include:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for hazards commonly referred to as "explosion, collapse and underground", exclusions – on construction contracts only.

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury \$250,000 each person
 \$500,000 each occurrence
Property damage \$100,000 each occurrence
Combined single limit \$1,000,000 (bodily injury and property damage combined)

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability Insurance.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement and Materials Management
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301

1.22 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

1.23 SELLING, TRANSFERRING OR ASSIGNING CONTRACT

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Manager, or designee.

1.24 UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

1.25 DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

1.26 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

1.27 LOBBYING ACTIVITIES

ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf>.

1.28 BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

PART II - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES**2.01 GENERAL INFORMATION/INTENT**

The successful bidder, as Contractor, shall furnish all manpower, trucks, tractors, mowers, line trimmers, chippers, gas, oil, safety equipment, hand trimmers, or any other equipment necessary for debris pick-up, vegetation mowing, tree pruning, and any other function that may be required to properly maintain the areas of responsibility.

The successful mowing bidder must have and use at least one 72" mower (bush hog) or larger, preferably tractor-driven, in the operation of the services of this bid. Additional 72" backup mowers are also preferred.

A list of all equipment available to complete the services of this contract should be included with the submission of the bid.

2.02 CONTRACTOR RESPONSIBILITIES

- A. The Contractor shall clean the areas of all debris prior to servicing and shall remove from the site all litter, palm fronds, branches or any other items such as signs of a temporary nature for advertising, open houses, garage sales, lost pets, sale notices or political elections. All trimmings, branches, etc., from each service shall be removed upon completion of that day's service. Disposal of all such debris in a proper manner shall be the responsibility of the Contractor. Debris shall not be deposited into City or privately owned trash receptacles or dumpsters.
- B. Branches or debris placed by local residents for bulk disposal or as a result of storm damage are not the responsibility of the Contractor.
- C. All other litter, debris, trimmings, palm fronds, branches; etc. must be picked up, physically removed, and properly disposed of. Shoulder mounted or hand held blowers are not an acceptable tool for this maintenance.
- D. No grass, weeds, trash, debris, etc. shall be blown into the streets or gutters in accordance with City Ordinance #24-7.
- E. The Contractor shall line trim around all obstructions such as signs, posts, structures, test wells, fences, poles, trees, walls and slabs, etc.
- F. The Contractor shall mow turf areas at a height of not less than 2-1/2" or more than 3."

- G. The Contractor shall mow to a 2' proximity of all stored equipment/supplies in the area.
- H. The Contractor must not utilize any pesticide, defoliant, herbicide, or growth retardant for the purpose of restricting or removing growth in any manner without prior approval of the Parks Superintendent or designate.
- I. The Contractor shall notify the Parks Division in the event of scheduling delays or changes, as well as any comments/complaints received from the general public.
- J. The Contractor shall have his mowing crew supervised by a qualified foreman at all times.
- K. The Contractor's mowing equipment shall be maintained in good, sharp condition to insure an even, clean cut to prevent tearing the blades of grass.
- L. The Contractor shall notify the Contract Administrator (or designee) of any unauthorized dumping of building debris or yard waste. The City will make a determination as to the proper disposal of the material.
- M. The Contractor shall mow up to all fence lines and then use a line trimmer at the fences.
- N. The Contractor shall mow to a 6' – 8' proximity of all test wells.
- O. Contractor is not required to trim trees, however; there are numerous large clumps of bushes on the sites and mowing shall be as close to these bushes as possible in order to keep growth to a minimum.
- P. No servicing of maintenance equipment can be performed on City property.
- Q. Only bushhog equipment can remain at the well field site overnight. However, the City will not be responsible for any equipment left on site.

2.03 FREQUENCY OF SERVICING

(D Mode) Total of 19 services per year

Summer Schedule (April 1st – October 31st) 2 services per month @ 15 days apart (7 x 2 = 14)

Winter Schedule (November 1st - March 31st) 1 services per month (5 x 1 = 5)

All servicing shall be scheduled and completed Monday through Saturday. Servicing on Sundays and holidays is not permitted without the approval of the Parks Superintendent or designee. All services shall occur between the hours of 7:00 A.M. and dusk each day. No other times are permitted.

Some degree of flexibility on the part of both parties involved in this contract will be required to achieve the quality of maintenance desired by the City of Fort Lauderdale. If, due to inclement weather or other acts of God the service is not performed according to schedule, make-up servicing shall be rescheduled as soon as possible. The City of Fort Lauderdale reserves the right to revise any service frequency for weather, fiscal, or budgetary reasons.

2.04 WORK SCHEDULES

Prior to each month of service, the Contractor must submit a bi-weekly or monthly work schedule containing the proposed dates for each service. These schedules must only be sent via email to Tim Southby at tsouthby@fortlauderdale.gov or Lori Dimeolo at ldimeolo@fortlauderdale.gov. The Contract Administrator must approve the monthly job completion format and monthly work schedules. Deviations from the schedule may be allowed for inclement weather conditions or when the conditions of the soil will not allow servicing to be accomplished satisfactorily or safely. The projected work schedule must be submitted by the first of every month.

2.05 JOB COMPLETION NOTICES

The Contractor shall also be responsible to submit to the Parks Division Contract administrator, a daily or weekly Job Completion Notice (determined by Contract Administrator). These notices must only be sent via email to Tim Southby at tsouthby@fortlauderdale.gov or Lori Dimeolo at ldimeolo@fortlauderdale.gov. A hard copy may also be hand delivered to the Parks administrative office located at 1350 W. Broward Blvd, Fort Lauderdale, FL, attention Tim Southby or Lori Dimeolo (if agreed upon by Contract Administrator). Notification cannot be mailed and must be emailed between the hours of 6:00am – 3pm Monday thru Friday.

2.06 SAFETY

The Contractor shall adhere to the Florida Department of Transportation's Uniform Manual on Traffic Control for construction and maintenance work zones. It will be the sole responsibility of the Contractor to make himself and his employees fully aware of these provisions, especially those applicable to safety.

2.07 AREAS OF RESPONSIBILITY

Site 1. Old Plant E/Executive Airport Plant – This property is located at the Northwest corner of Commercial Blvd and NW 15th Avenue in Fort Lauderdale. The property is bordered on the South by Commercial Boulevard, on the East by NW 15th Avenue, on the North by East Perimeter Road and on the West by a chain link fence separating it from the Florida Atlantic University parking lot. The property is approximately two acres in size and has one structure. The area of responsibility is inside the fence. Where trees obstruct the fence on the west side, the Contractor will mow as close as possible to the tree line. This site is periodically leased to a third party and frequently contains items and equipment for storage. The Contractor will mow and trim around the items until such time as they are removed.

Site 2. George T. Lohmeyer (GTL) Deep Well Injection Site - This site is located in Port Everglades at SE 21 Street between SE 10 Avenue and SE 14 Avenue. The property is fenced and has multiple structures, including buildings and wellheads, as well as a drainage gully that must be kept cleared to the fence line. The gully is approximately 300 yards long, east to west, and about 15 feet wide. The small grassy area outside the fence on SW 14 Ave has to be mowed. At various times there will be vehicles blocking areas to be mowed. The Contractor will have to work around this situation without causing damage to any vehicles. The property is approximately three acres in size.

Important security information regarding this site: Security measures are in place at Port Everglades to which all workers will be subjected. These include the obtaining of a security pass for the port that has been costing approximately \$65.00 per employee. The Contractor must confirm the current cost with Port Everglades. This cost shall be borne by the contractor and should be considered when pricing this location.

Site 3. South Peele-Dixie Well Fields - This site is made up of two small cut areas of less than one acre and two large cut areas with a combined area of approximately 137 acres. The first small cut area is the fenced lot between 4320 and 4240 SW 11 Street, north of Peters Road. It is less than one acre in size and contains one well. The swale area on SW 11 St up to the fence line is included as part of the area to be mowed. The second small cut area is located behind a gate at the intersection of SW 18 Street and Pine Ridge Drive, which is off Country Club Circle. Approximately 200 yards north of the gate, in the FPL right of way under the power lines is a pump that abuts the Fort Lauderdale Country Club. An area of about a quarter of an acre around the pump is included in the area to be serviced.

The easternmost of the two large cuts areas at this site is an unfenced "L" shaped parcel located on SW 43 Way, east of the Meadowbrook School. The southern boundary of this site is the rear property line of the homes on SW 22 Street, the eastern boundary is the fence on SW 42 Terrace and the rear property line of the homes on SW 43 Ave. The northern area stops initially at SW 18 Street, skips over the Ann Stark Center and continues on to Davie Blvd. The grassy area and sidewalk in the northeast

corner of the intersection of SW 18 St. and SW 43 Way, adjacent to the Ann Stork Center parking lot, is included in the area to be serviced.

The westernmost of the large cut areas is a fenced area accessed from the parking lot of the Police Benevolent Association Hall at 4500 SW 13 Street. Neither the parking lot nor the grassy area behind it is included in this bid. The northern boundary of this parcel is the rear of the Archery Range next door to the PBA Hall. The eastern boundary is the fence bordering the PBA property and the fence abutting the rear property line of the homes on SW 43 Terrace. The southern boundary is the fence just south of SW 21 Street abutting the rear property line to the Meadowbrook School. The western boundary is the fence that can be seen on the east side of SW 46 Avenue. The long narrow strip of land on the east side of SW 46 Avenue, running from Peters Road to the north edge of the fire station, is also part of this parcel. Right-of-ways (grassy trails) must be cleared to the fence line. Roadways must be cleared to the embankment of the well field. Swale areas (where applicable) are to be included in the bid cost for this site.

There are many areas in this site with large groupings of trees and bushes. The City will periodically trim the trees and bushes. The Contractor will mow as close as possible to these areas. Unauthorized dumping should be reported to the Contract Coordinator, who will take steps to have it removed.

Site 4. Fiveash Well Field - This site consists of two parcels. One has approximately 225 acres of which 100 acres is mowed, and the other parcel is planted with oak and pine trees of 10 to 20 foot heights. The large parcel is bordered on the East by NW 31 Avenue, on the South by Prospect Road, on the West by State Road 7 and on the North by NW 62 Street. It contains three lakes, approximately 22 well sites, two electrical distribution buildings, a police dog training area, and a horse stable/dog kennel facility. The grassy area outside fence on the east side is included as part of this site. It will be mowed and line-trimmed from the fence to NW 31 Ave and the curbing on NW 31 Ave must be hard edged. On the west side of the compound is a narrow road that must be kept clear and line trimmed.

The small parcel is located directly North, across NW 62 Street from the larger parcel. It is bordered on the East by Hawkins Road, on the South by NW 62 Street and the Western and Northern borders are defined by chain link fencing around the property. A hedge blocks the fence line on the north and east sides. The Contractor may mow up to the hedge line and line trim as necessary.

The swale area outside the fence along Prospect Road is not included. Broward County mows to the fence. It will be the Contractor's responsibility to use a line trimmer at the fence. All manholes shall be trimmed with a string trimmer to maintain access. Several grassy areas are marked off at this site for burrowing owls. Work crews must follow all state, local and municipal laws regarding this protected species.

Site 5. 441 & Prospect Road (Old Texaco lot) - This parcel is located on the Northeast corner of Prospect Road & 441 (State Road 7). The parcel borders the Fiveash Well Field property on the Northern and Eastern sides. The contractor must mow the fenced in area. Swales on the outside of the fence on the south and western borders of the lot are not included in this service.

Site 6. Compost Plant - This site is located at 4030 South State Road 7 adjacent to and just north of the WMS Sanitation Plant. At the entrance to this compound are guardrails on both sides of the road. The area on the left is approximately 100 yards long, then there is a parking lot and another area behind a guard rail of approximately 300 yards, which is to be included in the area to be serviced and the one on the right goes around the office/warehouse building for approximately 200 yards. The areas behind these guardrails contain trees that the City will have trimmed so that the contractor can maintain the grass either with a mower or line trimmer. The City will maintain the grass that abuts the office building. There is a large lot of approximately two (2) acres to the east of the two large composting structures and a smaller one to the north of the parking lot under the power transmission lines that also needs to be mowed. The grassy areas north and east of the two large composting structures and trimming around same are included in the area to be serviced.

Site 7a. Wingate Well-Field Mowing Site - This site is located within the old City incinerator compound on NW 31st Avenue between NW 13th Street and NW 17th Street and contains vacant lots at NW 13th St and 30th Way. The main site consists of approximately 50 acres.

Additional adjacent vacant lots also to be maintained are located at:

Site 7b - 2921 NW 13 St.

Site 7c - 2929 NW 13 St.

Site 7d - 2931 NW 13 St.

Site 7e - 2941 NW 13 St.

Site 7f - 2945 NW 13 St.

Site 7g - 2991 NW 13 St.

Please submit a general listing of currently owned and operated equipment that would be utilized in fulfilling the requirements of this contract. Include make, model and year. The list must include at least one (1) bushog mower capable of making a 72" cut.

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including

Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
 INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
 REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
 BID – a price and terms quote received in response to an ITB.
 PROPOSAL – a proposal received in response to an RFP.
 BIDDER – Person or firm submitting a Bid.
 PROPOSER – Person or firm submitting a Proposal.
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
 FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
 The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible

property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.

- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., the Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding

process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder will, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of three (3) years beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this

section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

Form G-107 Rev. 06/09

Question and Answers for Bid #503-10351 - TURF GRASS MAINTENANCE - WELL FIELDS & WINGATE

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.